# SIS2000+ Training Manual

# **School Setup**

# Create a Track Calendar

Using the Track Editor

# **Purpose**

Tracks form the basis for all activity in a school's database: a calendar is created for a track; students are enrolled into a track; faculty members are designated as active to teach in specific tracks; and there is a master schedule for each track.

The calendar portion of a track defines cycle days, periods, bell structure, and terms for the track. In addition, vacation days or non-attendance days are also defined.

# **Objectives**

Create a track and a calendar for the track. For an individual school:

Add attendance track(s)

Define: Periods

Terms

Cycle Days

Create Bell Schedules

Set a default bell schedule

Associate a bell schedule with cycle days

Create

Event Calendar Cycle Days Calendar Bell Schedules Calendar

Understand how to modify calendar through the school year.

#### Access the Track Editor

Click on System

Click on the **Track Editor** icon (or press Alt + K on the keyboard)

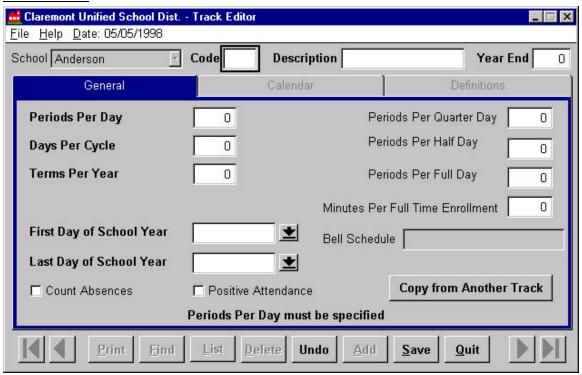
#### Tasks

### Open the Track Editor

The District may already have created a track for the school. In this case, the track will appear on the first screen when the Track Editor is opened, but if not, find the track, click the **Edit** button.

When no track exists, or when preparing for a new school year, a new track needs to be created. Add a track as described in the section below.

# Add a Track



# **Enter Required Data**

#### Code

Create a code for the Track. An example may be 'T' for Traditional or 'YR' for Year Round. You could also enter 'E' for Elementary Track, 'M' for Middle School Track, or 'H' for High School Track.

### Description

Elaborate on the Code to be more specific. An example is T 103 98/99. 'T' represents a traditional track, '103' represents the school code, and '98/99' represents the school year.

#### Year End

Enter the year in which the school year ends.

# **General Tab:**

#### **Periods Per Dav**

How many periods does you school have per day?

#### Days Per Cycle

How many days does it take the students to complete all of their courses?

#### Terms Per Year

How long do the courses last? If they are quarter classes, Terms Per Year would be 4. If they are semester classes (they last for two quarters), Terms Per Year would be 2. Terms Per Year might be 1 if the students have the same classes and teachers the entire year.

#### **Months Per Year**

This field will appear if the "Take Monthly Attendance" box is checked in the School Editor. Enter the number of months that your school will be reporting attendance TO THE STATE. For example, if your school reports attendance to the state quarterly, Months Per Year should be 4. If attendance is reported to the state each month that school is in session, Months Per Year should be 9 or 10.

### First Day of School

### **Last Day of School**

### Count Absences

Check this box for attendance if you assume all students are present and you must mark them as absent.

#### **Positive Attendance**

Check this box for attendance if you assume all students are absent and you must mark them as present.

The remaining information on the General Tab is optional.

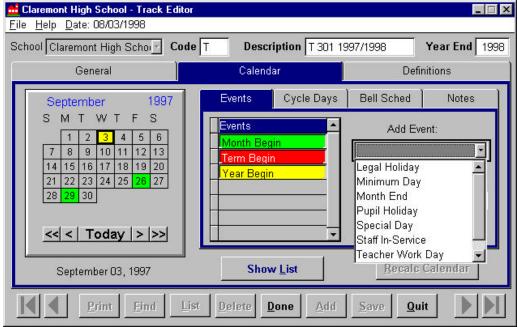
#### Note:

You will not be able to Save the data until you complete your Track Calendar.

### Create the Calendar

Click on the Calendar tab

#### **Events Calendar**



Events Calendar

Click **Edit** to enter information.

Use the Add Event/Delete Event drop-down box to add or delete calendar entries.

**Year Begin** and **Year End** have already been defined on the General Tab. The markers will already be set.

#### **Term Markers**

Enter your **Term Begin** and **Term End** markers. If your school uses semesters you would need to add 2 Term Begin markers and 2 Term End markers (one set for each semester). If your school uses the quarter system, you would need 4 Term Begin and 4 Term End markers.

### **Attendance Markers**

Enter **Month Begin** and **Month End** at the start and finish of each state attendance reporting month. If your school reports attendance to the state quarterly, you would need to add 4 Month Begin and 4 Month End markers. If you must report attendance to the state each month, or every 20 days, set the markers around those perimeters.

#### Add:

Holidays, in-service days, etc.

### Notes

Remember, each beginning marker must have a matching end marker.

Be careful when modifying the First or Last Day, as this will delete any previously defined events in the track.

### Validate Events

Select this button to ensure that your entries are valid.

#### **Show List**

If you wish to view the entries that have been added to the calendar in a list format, select this button.

### Recalc. Calendar

If you make changes and the calendar needs to be recalculated, select this button.

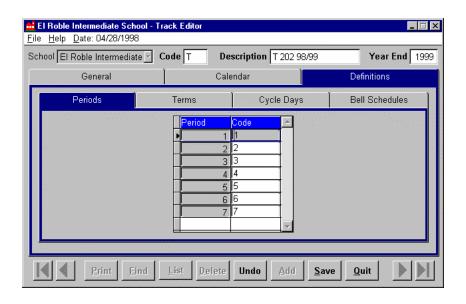
You may now **Save** the track.

# **Definitions**

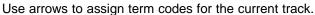
Click on the Definitions tab

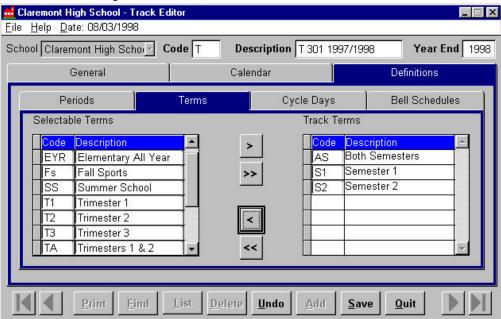
### **Define Periods**

Use Edit to change the period labels if needed. For example, if you wish to make period 1 the Homeroom, you can change the Code to 'HR'.

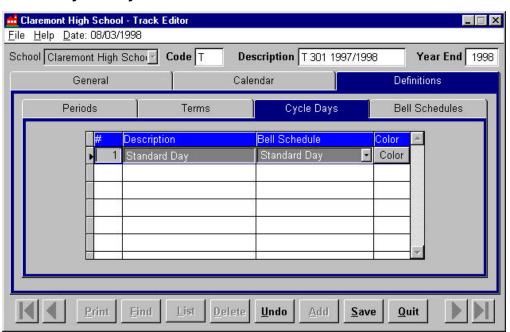


### **Define Terms**

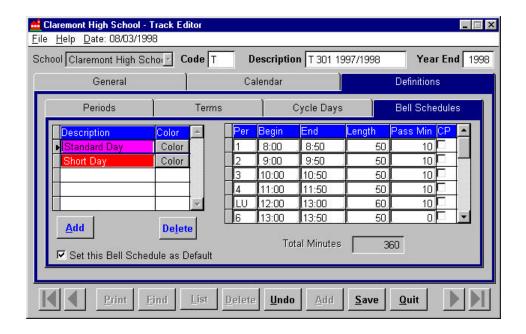




# **Define Cycle Days**



### **Define Bell Schedules**



Add bell schedules Set default bell schedule Save data

To override the default bell schedule:

Associate a specific Bell Schedule with a specific cycle day Move to the Cycle Day screen Click the **Bell Schedule** field button Select the desired Bell Schedule

# **Cycle Day Calendar**

# **Incrementing on Non-School Days**

If the school schedule skips a cycle day on a holiday: Check **Increment on non-school days** 

## **Incrementing on Non-Attendance Days**

If the school schedule skips a cycle day on days when no attendance is taken such as teacher inservice day:

Check Increment on non-attendance days

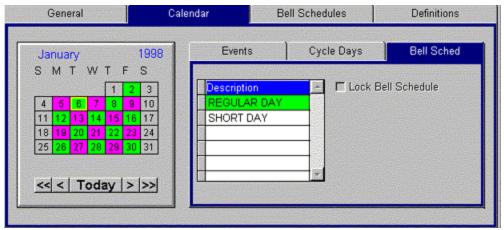
# **Locking Cycle Days**

If the starting point for the cycle day schedule does not correspond to how a school operates, the cycle may be changed to begin at any point in the cycle using **Lock Cycle Days** field:

To Lock Cycle Days:

Select the date for the starting point
Select the **cycle day** from the descriptions list on the right
Check the **Lock Cycle Day** box

### **Bell Schedule Calendar**



Bell Schedule Calendar

View the Bell Schedule calendar

If the school needs to alter the bell schedule for a specific day for example an assembly day or short day, **Edit**, **Lock** the desired bell schedule for selected date and Save

# Modifying the calendar during the year

If unforeseen events occur such as snow days; revisions to in-service days etc. the SIS 2000+ calendar will also need to be changed. Depending upon how the calendar is configured changes to the following may need to be made:

Cycle days

Events

Bell schedule

# Creating a Calendar when a Track exists

The first time a calendar is created in a school's database, the District may already have created a track for the school. In that case, the track will probably appear on the first screen when the Track Editor is opened, but if not find the track, click the Edit button, and create the calendar as described.